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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

August 06, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-06

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: LaGov HCM Paid Agency Affordable Care Act (ACA) Training Materials

Training materials for LaGov HCM Paid Agency ACA training are now available in LEO for trainees who have already enrolled in the course. Training materials **will not** be provided at training, so it is very important for you to print the materials and bring them to class. We will be covering a lot of complex information, and you will want to have the documents on hand. You will also need to bring the payroll tables and calendars for 2014-2017 that are available on the OSUP website at: http://www.doa.louisiana.gov/osup/osup_calendars.htm.

If you have not yet registered for the class, there are still seats available. As a reminder, training sessions will be offered on August 12, 17, and 18, 2015 in the Claiborne Building; Room 1-136 A/B. Registration will be from 8:00 a.m. – 8:30 a.m., and the training session will be from 8:30 a.m. – 3:30 p.m. Sessions are limited to 100 participants for each training session.

Enroll through LEO via the My Training tab > Course Catalog > Statewide Courses > Office of State Uniform Payroll > OSUP Affordable Care Act-Employer Resp. For questions regarding enrolling through LEO, click on the "Who Do I Contact for Help" link on the LEO Home Page.

Direct all other questions to a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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APH:KPW/par